

**Texas Education Agency
Standard Application System (SAS)**

2014-2016 Technology Lending Program Grant

Program authority:	General Appropriations Act, Article III, Rider 8, 83rd Texas Legislature; TEC, Chapter 31, Section 31.021(f) and Chapter 32	FOR TEA USE ONLY <small>Write NOGA ID here:</small>
Grant period:	October 1, 2014, to August 31, 2016	
Application deadline:	5:00 p.m. Central Time, May 13, 2014	<small>Place date stamp here.</small>
Submittal information:	<p>Four complete copies of the application, three with original signature (blue ink preferred), must be received no later than the aforementioned time and date at this address:</p> <p style="text-align: center;">Document Control Center, Division of Grants Administration Texas Education Agency 1701 North Congress Ave Austin TX 78701-1494</p>	<p style="writing-mode: vertical-rl; transform: rotate(180deg);"> Received Texas Education Agency May 13 PM 2:44 </p>
Contact information:	Kathy Ferguson: techlending@tea.state.tx.us; (512) 463-9400	

Schedule #1—General Information

Part 1: Applicant Information

Organization name		County-District #	Campus name/#	Amendment #
Poteet ISD		007-906	Poteet ISD	
Vendor ID #	ESC Region #	US Congressional District #	DUNS #	
74-6001936	20	28	080260847	
Mailing address			City	State ZIP Code
P.O. Box 138			Poteet	TX 79865

Primary Contact

First name	M.I.	Last name	Title
Julieta	P.	De La Cruz	Director of Federal Programs/Grants
Telephone #	Email address		FAX #
(830)742-3567	jdelacruz@poteetisd.org		830-742-3485

Secondary Contact

First name	M.I.	Last name	Title
Leroy		Vidales	Asst. Sup. Of Finance
Telephone #	Email address		FAX #
(830)742-3567	lvidales@poteetisd.org		830-742-3332

Part 2: Certification and Incorporation

I hereby certify that the information contained in this application is, to the best of my knowledge, correct and that the organization named above has authorized me as its representative to obligate this organization in a legally binding contractual agreement. I further certify that any ensuing program and activity will be conducted in accordance with all applicable federal and state laws and regulations, application guidelines and instructions, the general provisions and assurances, debarment and suspension certification, lobbying certification requirements, special provisions and assurances, and the schedules attached as applicable. **It is understood by the applicant that this application constitutes an offer and, if accepted by the Agency or renegotiated to acceptance, will form a binding agreement.**

Authorized Official:

First name Andy	M.I. Last name Castillo	Title Superintendent of Schools
Telephone # (830)742-3567	Email address acastillo@poteetisd.org	FAX # 830-742-3332
Signature (blue ink preferred)	Date signed	

Only the legally responsible party may sign this application.

5/12/14

701-14-107-178

Schedule #1—General Information (cont.)

County-district number or vendor ID: 007-906

Amendment # (for amendments only):

Part 3: Schedules Required for New or Amended Applications

An X in the "New" column indicates a required schedule that must be submitted as part of any new application. The applicant must mark the "New" checkbox for each additional schedule submitted to complete the application.

For amended applications, the applicant must mark the "Amended" checkbox for each schedule being submitted as part of the amendment.

Schedule #	Schedule Name	Application Type	
		New	Amended
1	General Information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Required Attachments and Provisions and Assurances	<input checked="" type="checkbox"/>	N/A
4	Request for Amendment	N/A	<input checked="" type="checkbox"/>
5	Program Executive Summary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Program Budget Summary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	Professional and Contracted Services (6200)	<input type="checkbox"/>	<input type="checkbox"/>
9	Supplies and Materials (6300)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10	Other Operating Costs (6400)	<input type="checkbox"/>	<input type="checkbox"/>
11	Capital Outlay (6600/15XX)	<input type="checkbox"/>	<input type="checkbox"/>
12	Demographics and Participants to Be Served with Grant Funds	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13	Needs Assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14	Management Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15	Project Evaluation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16	Responses to Statutory Requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17	Responses to TEA Requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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On this date:

Via telephone/fax/email (circle as appropriate)

By TEA staff person:

Schedule #1—General Information (cont.)

County-district number or vendor ID: 007-906

Amendment # (for amendments only):

Part 3: Schedules Required for New or Amended Applications

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For amended applications, the applicant must mark the "Amended" checkbox for each schedule being submitted as part of the amendment.

Schedule #	Schedule Name	Application Type	
		New	Amended
1	General Information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Required Attachments and Provisions and Assurances	<input checked="" type="checkbox"/>	N/A
4	Request for Amendment	N/A	<input checked="" type="checkbox"/>
5	Program Executive Summary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Program Budget Summary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	Professional and Contracted Services (6200)	<input type="checkbox"/>	<input type="checkbox"/>
9	Supplies and Materials (6300)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10	Other Operating Costs (6400)	<input type="checkbox"/>	<input type="checkbox"/>
11	Capital Outlay (6600/15XX)	<input type="checkbox"/>	<input type="checkbox"/>
12	Demographics and Participants to Be Served with Grant Funds	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13	Needs Assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14	Management Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15	Project Evaluation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16	Responses to Statutory Requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17	Responses to TEA Requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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Schedule #2—Required Attachments and Provisions and Assurances

County-district number or vendor ID: 007-906

Amendment # (for amendments only):

Part 1: Required Attachments

The following table lists the fiscal-related and program-related documents that are required to be submitted with the application (attached to the back of each copy, as an appendix).

#	Applicant Type	Name of Required Fiscal-Related Attachment
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No fiscal-related attachments are required for this grant.

#	Name of Required Program-Related Attachment	Description of Required Program-Related Attachment
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No program-related attachments are required for this grant.

Part 2: Acceptance and Compliance

By marking an X in each of the boxes below, the authorized official who signs Schedule #1—General Information certifies his or her acceptance of and compliance with all of the following guidelines, provisions, and assurances.

Note that provisions and assurances specific to this program are listed separately, in Part 3 of this schedule, and require a separate certification.

X	Acceptance and Compliance
<input checked="" type="checkbox"/>	I certify my acceptance of and compliance with the <u>General and Fiscal Guidelines</u> .
<input checked="" type="checkbox"/>	I certify my acceptance of and compliance with the <u>program guidelines for this grant</u> .
<input checked="" type="checkbox"/>	I certify my acceptance of and compliance with all <u>General Provisions and Assurances</u> requirements.
<input checked="" type="checkbox"/>	I certify that I am not debarred or suspended. I also certify my acceptance of and compliance with all <u>Debarment and Suspension Certification</u> requirements.

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Schedule #2—Required Attachments and Provisions and Assurances

County-district number or vendor ID: 007-906

Amendment # (for amendments only):

Part 3: Program-Specific Provisions and Assurances☒ I certify my acceptance of and compliance with all program-specific provisions and assurances listed below.

#	Provision/Assurance
1.	The applicant provides assurance that program funds will supplement (increase the level of service), and not supplant (replace) state mandates, State Board of Education rules, and activities previously conducted with state or local funds. The applicant provides assurance that state or local funds may not be decreased or diverted for other purposes merely because of the availability of these funds. The applicant provides assurance that program services and activities to be funded from this grant will be supplementary to existing services and activities and will not be used for any services or activities required by state law, State Board of Education rules, or local policy.
2.	The applicant provides assurance that the application does not contain any information that would be protected by the Family Educational Rights and Privacy Act (FERPA) from general release to the public.
3.	The applicant assures that funds provided under the Instructional Materials Allotment (IMA) or other funding are insufficient to purchase enough lending technology for every student who needs dedicated access to a device.
4.	The applicant assures that it will provide access to lending technology and residential access to the Internet for students, including economically disadvantaged students and students with disabilities, who do not already have either the needed equipment or Internet service for learning at home.
5.	The applicant understands that equipment purchased with Technology Lending Program Grant funds is the property of the district or charter school.
6.	The applicant assures that infrastructure and technical support are adequate to support students' use of loaned equipment provided through the grant at its participating campus(es).
7.	The applicant assures that it will provide adequate staff to administer the program and ensure successful implementation.
8.	The applicant assures that it will account for the technology lending equipment in accordance with district policy for accounting for such equipment, including providing insurance when insurance is typically provided for such equipment. The applicant understands that the grant funds cannot be used to replace lost, stolen, or damaged equipment.
9.	The applicant assures that it will obtain a Technology Lending Agreement signed by the parents/guardian of each participating student and by the student participating in the program, including an assurance of student's mastery of the grade-appropriate Digital Citizenship strand of the Technology Applications Texas Essential Knowledge and Skills.
10.	The applicant assures that it has an approved 2013-2014 district technology plan on file with TEA. The applicant understands that if an approved 2013-2014 district technology plan is not on file with TEA at the time the applications is submitted to TEA on the application due date, the application is not eligible to be funded.
11.	The applicants assures that it is at Developing or higher Level of Progress in Teaching and Learning and in Educator Preparation in their Texas Campus School Technology and Readiness (STaR Chart) report for the 2012-2013 school year.
11.	The applicant assures that technology lending and use of electronic instructional materials are incorporated into school district or open-enrollment charter school's technology plan.
12.	The applicant assures that appropriate professional development has already been provided for teachers in the use of digital content or that appropriate professional development will be provided within the first three months of the grant period (i.e., October 1, 2014-December 31, 2014) to be prepared for the grant implementation.
13.	The applicant assures that a minimum of 50% of the funds awarded will be spent within the first four months of the grant period (i.e., October 1, 2014-February 1, 2015), and that 100% of the funds will be expended no later than the end of the 1 st year of the grant period (i.e. August 31, 2015) to ensure full program implementation through August 31, 2016.
14.	The applicant agrees to collect and report the data for the performance measures stated in the Program Guidelines under Program Evaluation. The applicant assures it will develop appropriate systems and processes to collect and report the required data.

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Schedule #4—Request for Amendment

County-district number or vendor ID:

Amendment # (for amendments only):

Part 1: Submitting an Amendment

This schedule is used to amend a grant application that has been approved by TEA and issued a Notice of Grant Award (NOGA). **Do not submit this schedule with the original grant application.** Refer to the instructions to this schedule for information on what schedules must be submitted with an amendment.

An amendment may be submitted by mail **or** by fax. Do not submit the same amendment by both methods. Amendments submitted via email will not be accepted.

If the amendment is mailed, submit three copies of each schedule pertinent to the amendment to the following address: Document Control Center, Division of Grants Administration, Texas Education Agency, 1701 N. Congress Ave., Austin TX 78701-1494.

If the amendment is faxed, submit one copy of each schedule pertinent to the amendment to either of the following fax numbers: (512) 463-9811 or (512) 463-7915.

The last day to submit an amendment to TEA is listed on the [TEA Grant Opportunities](#) page. An amendment is effective on the day TEA receives it in substantially approvable form. All amendments are subject to review and approval by TEA.

Part 2: When an Amendment Is Required

For all grants, regardless of dollar amount, prior written approval is required to make certain changes to the application. Refer to the "When to Amend" guidance posted in the Amendments section of the Division of Grants Administration [Grant Management Resources](#) page to determine when an amendment is required for this grant. Use that guidance to complete Part 3 and Part 4 of this schedule.

Part 3: Revised Budget

			A	B	C	D
#	Schedule #	Class/ Object Code	Grand Total from Previously Approved Budget	Amount Deleted	Amount Added	New Grand Total
2.	Schedule #8: Contracted Services	6200	\$	\$	\$	\$
3.	Schedule #9: Supplies and Materials	6300	\$	\$	\$	\$
4.	Schedule #10: Other Operating Costs	6400	\$	\$	\$	\$
5.	Schedule #11: Capital Outlay	6600/ 15XX	\$	\$	\$	\$
6.	Total direct costs:		\$	\$	\$	\$
7.	Indirect cost (%):		\$	\$	\$	\$
8.	Total costs:		\$	\$	\$	\$

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Schedule #4—Request for Amendment (cont.)

County-district number or vendor ID:

Amendment # (for amendments only):

Part 4: Amendment Justification

Line #	# of Schedule Being Amended	Description of Change	Reason for Change
1.			
2.			
3.			
4.			
5.			
6.			
7.			

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Schedule #5—Program Executive Summary

County-district number or vendor ID: 007-906

Amendment # (for amendments only):

Provide a brief overview of the program you plan to deliver. Refer to the instructions for a description of the requested elements of the summary. Response is limited to space provided, front side only, font size no smaller than 10 point Arial.

Poteet ISD is looking to continue in the path of students acquiring 21st Century skills such as:

- creativity and innovation
- critical thinking and problem solving
- communication and collaboration

through the use of:

- information literacy
- media literacy
- information, communications and technology literacy

Poteet ISD is working to provide a district-wide initiative to provide equitable technology and internet access to all students in our district K-12th in science, math, and reading. Currently the district is able to provide every teacher with a computer; the same would like to be demonstrated for each student: 1 device for each student. Current inventory of Poteet ISD technology devices places the 4 campuses within the district to have a shared device among students. With implementation of additional technology devices, students would have dedicated access to devices and therefore assist with seamless transition of instruction, from one content to another. Instructional content will be able to be used across curriculums and provide students with a much deeper understanding of the various contents with application to real world problems and concerns.

Grant funds will be used to purchase technology devices for Poteet High School and Poteet Intermediate campus. Poteet Jr. High campus currently is in its last year of Texas Title I Priority Schools Grant. With the use of the TTIPS grant, Poteet Jr. High was able to acquire various forms of technology devices such as desktops, laptops, and I pads. Their current inventory will be able to provide lending of devices, such as laptops and I pads, to students for use in school and home, where applicable.

Poteet ISD currently provides a lending system to teachers for technology use within their classrooms. The teachers are able to check-out laptop and Ipad carts available from technology for a limited time so that all teachers have access for use with instruction within their classroom. Teachers check-out equipment for time specified and upon due date of check-out, technology returns to teacher for check-in of equipment. Poteet Jr. High is the campus which has been able to provide a technology cart (laptop or Ipad) to each of their teachers for use in their classroom. The student checks out equipment from each teacher during their class time for use with various instructional material, such as iSation, Achieve 3000, and Odysseyware. At the end of each class time, students checks equipment back into cart for teacher sign-in. This provides check-out system all day. For students demonstrating need of technology device outside of school day, check out is provided by Curriculum Instructional Technologist from campus inventory of devices.

Poteet ISD has developed **Poteet ISD Responsible Use Policy Agreement** which parents and students must sign when a piece of technology equipment has been lent out. This agreement was developed in response for students facing extenuating circumstances which require continued instruction at home. With provision with the funds from this grant, access by students for technology equipment check-out can be available to a greater number of students and not only for those facing extenuating circumstances. Continued use of **Poteet ISD Responsible Use Policy Agreement** will continue to facilitate equipment check-out. Poteet ISD also has provided an **Equipment Check-out Policy Form** for parents and students to sign when piece of technology equipment is lent out.

Personal Access point will be provided to students in need of internet acces from home. Access point will be checked out with technology device. Access point will provide them with internet accessibility at their home on their device.

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By TEA staff person:

Schedule #5—Program Executive Summary (cont.)

County-district number or vendor ID: 007-906

Amendment # (for amendments only):

Provide a brief overview of the program you plan to deliver. Refer to the instructions for a description of the requested elements of the summary. Response is limited to space provided, front side only, font size no smaller than 10 point Arial.

Page left blank-no further information provided.

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Schedule #6—Program Budget Summary

County-district number or vendor ID: 007-906	Amendment # (for amendments only):
Program authority: General Appropriations Act, Article III, Rider 8, 83rd Texas Legislature; Texas Education Code, Chapter 31, Section 31.021(f) and Chapter 32	
Grant period: October 1, 2014, to August 31, 2016	Fund code: 410

Budget Summary

Schedule #	Title	Class/ Object Code	Program Cost	Admin Cost	Total Budgeted Cost	
Schedule #8	Professional and Contracted Services (6200)	6200	\$9,000	\$0	\$9,000	
Schedule #9	Supplies and Materials (6300)	6300	\$87,460	\$0	\$87,460	
Schedule #10	Other Operating Costs (6400)	6400	\$0	\$0	\$0	
Schedule #11	Capital Outlay (6600/15XX)	6600/ 15XX	\$0	\$0	\$0	
Total direct costs:			\$	\$0	\$96,460	
3.65% indirect costs (see note):			N/A	\$0	\$3,521	
Grand total of budgeted costs (add all entries in each column):			\$96,460	\$0	\$99,981	

Administrative Cost Calculation

Enter the total grant amount requested:	\$99,981
Percentage limit on administrative costs established for the program (15%):	× .15
Multiply and round down to the nearest whole dollar. Enter the result.	\$14,997
This is the maximum amount allowable for administrative costs, including indirect costs:	

NOTE: Indirect costs are calculated and reimbursed based on actual expenditures when reported in the expenditure reporting system, regardless of the amount budgeted and approved in the grant application. If indirect costs are claimed, they are part of the total grant award amount. They are not in addition to the grant award amount.

Indirect costs are not required to be budgeted in the grant application in order to be charged to the grant. Do not submit an amendment solely for the purpose of budgeting indirect costs.

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Schedule #8—Professional and Contracted Services (6200)

County-district number or vendor ID: 007-906

Amendment # (for amendments only):

NOTE: Specifying an individual vendor in a grant application does not meet the applicable requirements for sole-source providers. TEA's approval of such grant applications does not constitute approval of a sole-source provider.

Expense Item Description		Grant Amount Budgeted
6269	Rental or lease of buildings, space in buildings, or land Specify purpose:	\$
6299	Contracted publication and printing costs (specific approval required only for nonprofits) Specify purpose:	\$
62XX	ESC charges as per approved cost allocation plan, such as internal service fund. To be completed by ESC only when ESC is the applicant. Check all that apply:	\$
	<input type="checkbox"/> Salaries/benefits <input type="checkbox"/> Other:	
	<input type="checkbox"/> Networking (LAN) <input type="checkbox"/> Other:	
	<input type="checkbox"/> Computer/office equipment lease <input type="checkbox"/> Other:	
	<input type="checkbox"/> Building use <input type="checkbox"/> Other:	
	<input type="checkbox"/> Copier/duplication services <input type="checkbox"/> Other:	
	<input type="checkbox"/> Telephone <input type="checkbox"/> Other:	
	<input type="checkbox"/> Administrative <input type="checkbox"/> Other:	
a. Subtotal of professional and contracted services (6200) costs requiring specific approval:		\$

Professional Services, Contracted Services, or Subgrants Less Than \$10,000

#	Description of Service and Purpose	Check If Subgrant	Grant Amount Budgeted
1	Phone network internet access point device and service for home use	<input checked="" type="checkbox"/>	\$9,000
2		<input type="checkbox"/>	\$
3		<input type="checkbox"/>	\$
4		<input type="checkbox"/>	\$
5		<input type="checkbox"/>	\$
6		<input type="checkbox"/>	\$
7		<input type="checkbox"/>	\$
8		<input type="checkbox"/>	\$
9		<input type="checkbox"/>	\$
10		<input type="checkbox"/>	\$
b. Subtotal of professional services, contracted services, or subgrants less than \$10,000:			\$9,000

Professional Services, Contracted Services, or Subgrants Greater Than or Equal to \$10,000

Specify topic/purpose/service:		<input type="checkbox"/> Yes, this is a subgrant
Describe topic/purpose/service:		
Contractor's Cost Breakdown of Service to Be Provided		Grant Amount Budgeted
1	Contractor's payroll costs # of positions:	\$
	Contractor's subgrants, subcontracts, subcontracted services	\$
	Contractor's supplies and materials	\$
	Contractor's other operating costs	\$
	Contractor's capital outlay (allowable for subgrants only)	\$
Total budget:		\$

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Schedule #8—Professional and Contracted Services (6200)

County-District Number or Vendor ID: 007-906		Amendment number (for amendments only):	
Professional Services, Contracted Services, or Subgrants Greater Than or Equal to \$10,000 (cont.)			
Specify topic/purpose/service:		<input type="checkbox"/> Yes, this is a subgrant	
Describe topic/purpose/service:			
Contractor's Cost Breakdown of Service to Be Provided		Grant Amount Budgeted	
2	Contractor's payroll costs # of positions:	\$	
	Contractor's subgrants, subcontracts, subcontracted services	\$	
	Contractor's supplies and materials	\$	
	Contractor's other operating costs	\$	
	Contractor's capital outlay (allowable for subgrants only)	\$	
	Total budget:	\$	
Specify topic/purpose/service:		<input type="checkbox"/> Yes, this is a subgrant	
Describe topic/purpose/service:			
Contractor's Cost Breakdown of Service to Be Provided		Grant Amount Budgeted	
3	Contractor's payroll costs # of positions:	\$	
	Contractor's subgrants, subcontracts, subcontracted services	\$	
	Contractor's supplies and materials	\$	
	Contractor's other operating costs	\$	
	Contractor's capital outlay (allowable for subgrants only)	\$	
	Total budget:	\$	
Specify topic/purpose/service:		<input type="checkbox"/> Yes, this is a subgrant	
Describe topic/purpose/service:			
Contractor's Cost Breakdown of Service to Be Provided		Grant Amount Budgeted	
4	Contractor's payroll costs # of positions:	\$	
	Contractor's subgrants, subcontracts, subcontracted services	\$	
	Contractor's supplies and materials	\$	
	Contractor's other operating costs	\$	
	Contractor's capital outlay (allowable for subgrants only)	\$	
	Total budget:	\$	
Specify topic/purpose/service:		<input type="checkbox"/> Yes, this is a subgrant	
Describe topic/purpose/service:			
Contractor's Cost Breakdown of Service to Be Provided		Grant Amount Budgeted	
5	Contractor's payroll costs # of positions:	\$	
	Contractor's subgrants, subcontracts, subcontracted services	\$	
	Contractor's supplies and materials	\$	
	Contractor's other operating costs	\$	
	Contractor's capital outlay (allowable for subgrants only)	\$	
	Total budget:	\$	

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Schedule #8—Professional and Contracted Services (6200)

County-District Number or Vendor ID: 007-906

Amendment number (for amendments only):

Professional Services, Contracted Services, or Subgrants Greater Than or Equal to \$10,000 (cont.)

6	Specify topic/purpose/service:		<input type="checkbox"/> Yes, this is a subgrant
	Describe topic/purpose/service:		
	Contractor's Cost Breakdown of Service to Be Provided		Grant Amount Budgeted
	Contractor's payroll costs	# of positions:	\$
	Contractor's subgrants, subcontracts, subcontracted services		\$
	Contractor's supplies and materials		\$
	Contractor's other operating costs		\$
	Contractor's capital outlay (allowable for subgrants only)		\$
Total budget:		\$	
7	Specify topic/purpose/service:		<input type="checkbox"/> Yes, this is a subgrant
	Describe topic/purpose/service:		
	Contractor's Cost Breakdown of Service to Be Provided		Grant Amount Budgeted
	Contractor's payroll costs	# of positions:	\$
	Contractor's subgrants, subcontracts, subcontracted services		\$
	Contractor's supplies and materials		\$
	Contractor's other operating costs		\$
	Contractor's capital outlay (allowable for subgrants only)		\$
Total budget:		\$	
8	Specify topic/purpose/service:		<input type="checkbox"/> Yes, this is a subgrant
	Describe topic/purpose/service:		
	Contractor's Cost Breakdown of Service to Be Provided		Grant Amount Budgeted
	Contractor's payroll costs	# of positions:	\$
	Contractor's subgrants, subcontracts, subcontracted services		\$
	Contractor's supplies and materials		\$
	Contractor's other operating costs		\$
	Contractor's capital outlay (allowable for subgrants only)		\$
Total budget:		\$	
c. Subtotal of professional services, contracted services, and subgrants greater than or equal to \$10,000:		\$	
a. Subtotal of professional services, contracted services, and subgrant costs requiring specific approval:		\$0	
b. Subtotal of professional services, contracted services, or subgrants less than \$10,000:		\$9,000	
c. Subtotal of professional services, contracted services, and subgrants greater than or equal to \$10,000:		\$0	
d. Remaining 6200—Professional services, contracted services, or subgrants that do not require specific approval:		\$0	
(Sum of lines a, b, c, and d) Grand total		\$	

For a list of unallowable costs and costs that do not require specific approval, see the guidance posted on the Division of Grants Administration [Grant Management Resources](#) page.

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Schedule #9—Supplies and Materials (6300)							
County-District Number or Vendor ID: 007-906				Amendment number (for amendments only):			
Expense Item Description							
63XX	ESC charges as per approved cost allocation plan, such as internal service fund. To be completed by ESC only when ESC is the applicant. Check all that apply:					Grant Amount Budgeted	
	<input type="checkbox"/>	Print shop fees	<input type="checkbox"/>	Technology-related supplies		\$	
	<input type="checkbox"/>	Postage	<input type="checkbox"/>	Other:			
	<input type="checkbox"/>	Copy paper	<input type="checkbox"/>	Other:			
6399	Technology Hardware—Not Capitalized						
	#	Type	Purpose	Quantity	Unit Cost	Grant Amount Budgeted	
	1	Portable technology device such as Chromebook	Student check-out system for use with instruction (\$279 + \$31-Warranty=\$310)	266	\$310	\$82,500	
	2	Cart storage and charging	Storage and charging of portable technology device	10	\$500		
	3				\$		
	4				\$		
	5				\$		
6399	Technology software—Not capitalized					\$	
6399	Supplies and materials associated with advisory council or committee					\$	
Subtotal supplies and materials requiring specific approval:						\$87,460	
Remaining 6300—Supplies and materials that do not require specific approval:						\$0	
Grand total:						\$87,460	

For a list of unallowable costs and costs that do not require specific approval, see the guidance posted on the Division of Grants Administration [Grant Management Resources](#) page.

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Via telephone/fax/email (circle as appropriate)	By TEA staff person:

Schedule #10—Other Operating Costs (6400)			
County-District Number or Vendor ID: 007-906		Amendment number (for amendments only):	
Expense Item Description			Grant Amount Budgeted
64XX	ESC charges as per approved cost allocation plan, such as internal service fund. To be used by ESC when ESC is the applicant. Check all that apply:		\$
	<input type="checkbox"/> ESC-owned vehicle usage	<input type="checkbox"/> Other:	
	<input type="checkbox"/> Insurance	<input type="checkbox"/> Other:	
6411	Out-of-state travel for employees (includes registration fees)		\$
	Specify purpose:		
6412	Travel for students (includes registration fees; does not include field trips): Specific approval required only for nonprofit organizations.		\$
	Specify purpose:		
6413	Stipends for non-employees (specific approval required only for nonprofit organizations)		\$
	Specify purpose:		
6419	Travel for non-employees (includes registration fees; does not include field trips): Specific approval required only for nonprofit organizations		\$
	Specify purpose:		
6411/ 6419	Travel costs for executive directors (6411); superintendents (6411); or board members (6419): Includes registration fees		\$
	Specify purpose:		
6429	Actual losses that could have been covered by permissible insurance		\$
6490	Indemnification compensation for loss or damage		\$
6490	Advisory council/committee travel or other expenses		\$
6499	Membership dues in civic or community organizations (not allowable for university applicants)		\$
	Specify name and purpose of organization:		
6499	Publication and printing costs—if reimbursed (specific approval required only for nonprofit organizations)		\$
	Specify purpose:		
Subtotal other operating costs requiring specific approval:			\$
Remaining 6400—Other operating costs that do not require specific approval:			\$
Grand total:			\$

In-state travel for employees does not require specific approval. Field trips consistent with grant program guidelines do not require specific approval. See [TEA Guidelines Related to Specific Costs](#) for more information about field trips. For a list of unallowable costs and costs that do not require specific approval, see the guidance posted on the Division of Grants Administration [Grant Management Resources](#) page.

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Schedule #11—Capital Outlay (6600/15XX)					
County-District Number or Vendor ID: 007-906			Amendment number (for amendments only):		
15XX is only for use by charter schools sponsored by a nonprofit organization.					
#	Description/Purpose	Quantity	Unit Cost	Grant Amount Budgeted	
6669/15XX—Library Books and Media (capitalized and controlled by library)					
1		N/A	N/A	\$	
66XX/15XX—Technology hardware, capitalized					
2			\$	\$	
3			\$	\$	
4			\$	\$	
5			\$	\$	
6			\$	\$	
7			\$	\$	
8			\$	\$	
9			\$	\$	
10			\$	\$	
11			\$	\$	
66XX/15XX—Technology software, capitalized					
12			\$	\$	
13			\$	\$	
14			\$	\$	
15			\$	\$	
16			\$	\$	
17			\$	\$	
18			\$	\$	
66XX/15XX—Equipment, furniture, or vehicles					
19			\$	\$	
20			\$	\$	
21			\$	\$	
22			\$	\$	
23			\$	\$	
24			\$	\$	
25			\$	\$	
26			\$	\$	
27			\$	\$	
28			\$	\$	
66XX/15XX—Capital expenditures for improvements to land, buildings, or equipment that materially increase their value or useful life					
29				\$	
Grand total:				\$	

For a list of unallowable costs, as well as guidance related to capital outlay, see the guidance posted on the Division of Grants Administration [Grant Management Resources](#) page.

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Schedule #12—Demographics and Participants to Be Served with Grant Funds

County-district number or vendor ID: 007-906

Amendment # (for amendments only):

Part 1: Student Demographics. Enter the data requested for the population to be served by this grant program. If data is not available, enter DNA. Use the comments section to add a description of any data not specifically requested that is important to understanding the population to be served by this grant program.

Total enrollment:

Category	Number	Percentage	Category	Percentage
African American	2	N/A	Attendance rate	94.6%
Hispanic	1,506	N/A	Annual dropout rate (Gr 9-12)	0.7%
White	251	N/A	TAKS met 2011 standard, all tests (sum of all grades tested; standard accountability indicator)	N/A
Asian	3	N/A	TAKS commended 2011 performance, all tests (sum of all grades tested)	N/A
Economically disadvantaged	1,417	79.9%	Students taking the ACT and/or SAT	N/A
Limited English proficient (LEP)	79	4.5%	Average SAT score (number value, not a percentage)	N/A
Disciplinary placements	59	3.0%	Average ACT score (number value, not a percentage)	N/A

Comments

Poteet ISD serves students with diverse backgrounds. Enrollment as well as demographics has not increased or varied in the past five years. Poteet ISD continues to strive in closing performance gaps between Hispanic and White student population.

Part 2: Students to Be Served with Grant Funds. Enter the number of students in each grade, by type of school, projected to be served under the grant program.

School Type	PK (3-4)	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Public						127	134				131	147	107	115	761
Open-enrollment charter school															
Public institution															
Private nonprofit															
Private for-profit															
TOTAL:						127	134				131	147	107	115	761

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Schedule #13—Needs Assessment

County-district number or vendor ID: 007-906

Amendment # (for amendments only):

Part 1: Process Description. A needs assessment is a systematic process for identifying and prioritizing needs, with "need" defined as the difference between current achievement and desired or required accomplishment. Describe your needs assessment process, including a description of how needs are prioritized. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Poteet Intermediate School is a 4-5 school serving a population of 261 students. The ethnic make-up of the school is approximately 80% Hispanic and 20% White. Economically disadvantaged students make up about 79% of our population. The campus is a Schoolwide Title I served campus. At-risk students make-up 56% of the campus. Special education students make up 9% of the total population of campus and 6% of the campus are ELL students.

Poteet Intermediate showed a decrease in the number of students meeting standards in STAAR for both Reading and Math. In 2012 88% of students met standards in Reading decreasing to 81% in 2013. Economically disadvantaged students had the largest decrease of 7%. In the math area 92% met standards in 2012. Decrease was shown in 2013 to 85% of students meeting the standard. Science content increased by 2% from 2012 to 2013, but Hispanic population lagged behind White population with 58% and 77% respectively in 2013. Writing performed only at 50% of students meeting the standard in 4th grade.

Poteet High School serves approximately 500 students from grades 9-12. The ethnic make-up of the school is 85% Hispanic and 15% White. Economically disadvantaged students make up 72% of the campus population. Poteet High School is a Title I Schoolwide campus. The at-risk population for the campus is 64% of the population. Special education students make up 10% of the total campus population and 4% are ELL students.

Poteet High School shows performance gaps in Hispanic and Economically Disadvantaged populations of the campus in comparison to White students. Discrepancy in performance is as much as 20%. Algebra I performance increased from 2012 to 2013 by 6%, but a decrease of 5% was noted in Hispanic and Economically Disadvantaged students. Biology performance decreased overall from 71% in 2012 to 59% in 2013. Comparison of White to Hispanic students shows a gap of 6% in 2013. Scores in English I Reading and Writing was below 50%.

Due to the decrease in performance at Poteet High School compared to performance at the Intermediate level, a focus on Reading, Math, and Science is priority for a strong foundation in 4th and 5th grades where the limited amount of technology is available. Currently Poteet Intermediate School is only equipped with 2 computer labs, one class set of Ipads and one set of laptops to be shared among the 261 students.

Poteet High School currently has an array of equipment from laptops and Ipads to be provided for teacher to lend out during instructional time. Additional equipment is needed for those students not having technology devices at home or internet capability. Extended time and access will be beneficial and needed by students to increase their performance in Reading, Math, Science, and Writing.

With the addition of technology devices, Poteet Intermediate School will increase their devices to 120 and Poteet High School will have an additional 146 devices to lend out for home use for students demonstrating need of technology at home. Currently, instructional projects and assignments are limited to in school only due to the lack of technology and internet support at home.

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Schedule #13—Needs Assessment (cont.)

County-district number or vendor ID: 007-906

Amendment # (for amendments only):

Part 2: Alignment with Grant Goals and Objectives. List your top five needs, in rank order of assigned priority. Describe how those needs would be effectively addressed by implementation of this grant program. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

#	Identified Need	How Implemented Grant Program Would Address
1.	Increase the number of technology devices available at Poteet Intermediate School for student check-out . Currently 2 portable classroom sets of devices and 2 computer labs available.	Poteet Intermediate School would increase technology devices by providing 120 additional portable devices. This would provide the campus with additional classrooms using technology support at any given time during the day. 200 students would have immediate access compared to the current 80 students that currently have technology support at any given time during the day and added benefit of check out system.
2.	Increase the number of technology devices available at Poteet Intermediate School for student check-out . at Poteet High School.	Poteet High School students will have a check-out system for those students demonstrating need of device. Students would continue to learn at home and therefore increase their performance in academics.
3.	Increase Academic Achievement in Reading, Math, and Science by 3% in Year 1 of implementation and 5% in Year 2.	Students will have increase use of technology devices in school for Poteet Intermediate School to allow for required time in iStation program to assist with overall Reading. iStation will provide growth development in comprehension and vocabulary. Students at Poteet High School will be able to check-out technology devices for continued home access of instructional material.
4.	Decrease Academic Achievement gaps in Hispanic and Economically Disadvantaged students by 3% in Year 1 of implementation and 5% in Year 2.	Hispanic and Economically disadvantaged students in both Poteet Intermediate and Poteet High school will have increase use of technology devices both in school and home use for added time in current reading programs as well as Math and Science future adopted curriculum with internet based access.
5.	Increase integration of technology in core curriculum classes.	Students will produce projects showcasing 21 st Century Skills such as integrating STEM, and STEAM projects in their instruction with the added assistance of added technology devices.

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Schedule #14—Management Plan

County-district number or vendor ID: 007-906

Amendment # (for amendments only):

Part 1: Staff Qualifications. List the titles of the primary project personnel and any external consultants projected to be involved in the implementation and delivery of the program, along with desired qualifications, experience, and any requested certifications. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

#	Title	Desired Qualifications, Experience, Certifications
1.	Director of Instructional Technology	Master's degree required in Administrative Leadership Minimum of instructional teaching experience of 5 years with implementation of technology
2.	Curriculum Instructional Technologist	Master's degree preferred, Minimum of Bachelor degree in Education Minimum of 5 years experience in Instruction and Curriculum as well as implementation of technology
3.	Technology support technician	Associates degree required in Computer informational technology Minimum of 3 years experience in educational setting
4.		
5.		

Part 2: Milestones and Timeline. Summarize the major objectives of the planned project, along with defined milestones and projected timelines. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

#	Objective	Milestone	Begin Activity	End Activity
1.	Increase technology devices at Poteet Intermediate School	1. Gather Price Proposals for equipment purchases	10/01/2014	10/08/2014
		2. Present tech. purchase for School Board approval	10/16/2014	10/21/2014
		3. Purchase and inventory equipment	10/22/2014	12/1/2014
		4. Provide training to teachers/students for use	01/05/2015	01/12/2015
		5. Equipment check out system begins	01/13/2015	06/30/2016
2.	Increase technology devices at Poteet High School	1. Gather Price Proposals for equipment purchases	10/01/2014	10/08/2014
		2. Present tech. purchase for School Board approval	10/16/2014	10/21/2014
		3. Purchase and inventory equipment	10/22/2014	12/1/2014
		4. Provide training to teachers/students for use	01/05/2015	01/12/2015
		5. Equipment check out system begins	01/13/2015	06/31/2016
3.	Increase Academic Achievement in Reading, Math, and Science	1. 2014 STAAR Scores-Baseline data	10/01/2014	10/10/2014
		2. Integrate technology in Reading, Math, Science	10/01/2014	06/30/2016
		3. 2015 STAAR Scores-Comparison of growth	1/30/2015	06/30/2016
		4.	XX/XX/XXXX	XX/XX/XXXX
		5.	XX/XX/XXXX	XX/XX/XXXX
4.	Decrease Academic Achievement of Hispanic and Econ. Disadvantaged students	1. 2014 STAAR Scores-Baseline data	10/01/2014	10/10/2014
		2. Integrate technology in Reading, Math, Science	10/01/2014	06/30/2016
		3. 2015 STAAR Scores-Comparison of growth	1/30/2015	06/30/2016
		4.	XX/XX/XXXX	XX/XX/XXXX
		5.	XX/XX/XXXX	XX/XX/XXXX
5.	Increase integration of technology in core curriculum	1. Ongoing for grant period	10/01/2014	6/30/2016
		2. One showcase of student projects per term	05/25/2015	6/3/2016
		3.	XX/XX/XXXX	XX/XX/XXXX
		4.	XX/XX/XXXX	XX/XX/XXXX
		5.	XX/XX/XXXX	XX/XX/XXXX

Grant funds will be used to pay only for activities occurring between the beginning and ending dates of the grant, as specified on the Notice of Grant Award.

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Schedule #14—Management Plan (cont.)

County-district number or vendor ID: 007-906

Amendment # (for amendments only):

Part 3: Feedback and Continuous Improvement. Describe the process and procedures your organization currently has in place for monitoring the attainment of goals and objectives. Include a description of how the plan for attaining goals and objectives is adjusted when necessary and how changes are communicated to administrative staff, teachers, students, parents, and members of the community. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Poteet ISD provides the Director of Federal Programs and Grants to supervise attainment of goals and objectives for grants district has in place. A meeting with key people working with grant is held monthly for review of progression towards meeting goals and objectives of grants and next steps in plan. During these meetings review and adjustments made for attaining grant goals and objectives. Quarterly report provided to District Staff towards attainment of goals based on timeline in Part 2 of Management Plan. Any changes needed to maintain with program goals and objectives will be communicated to staff during Curriculum and Instructional District meetings, Campus meetings, and Parents meetings held at campus.

Part 4: Sustainability and Commitment. Describe any ongoing, existing efforts that are similar or related to the planned project. How will you coordinate efforts to maximize effectiveness of grant funds? How will you ensure that all project participants remain committed to the project's success? Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Poteet ISD currently provides assistance with technology devices and access after school with the use of 21st Century Funds. The district will also use other grant funding to increase the amount of technology devices for use with instruction through the Poteet Innovative Approaches to Literacy Project. Each campus will be receiving 20 additional devices for check out from Library at each campus.

Poteet ISD will continue to use erate for technology funds for continuous use of technology support. Poteet ISD will leverage other funding for continuous professional development.

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Schedule #15—Project Evaluation

County-district number or vendor ID: 007-906

Amendment # (for amendments only):

Part 1: Evaluation Design. List the methods and processes you will use on an ongoing basis to examine the effectiveness of project strategies, including the indicators of program accomplishment that are associated with each. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

#	Evaluation Method/Process	Associated Indicator of Accomplishment	
1.	Increase technology devices	1.	Inventory # of purchased tech. devices with grant funds to equal = 266 total
		2.	
		3.	
2.	Increased use of technology devices	1.	# of check out forms by staff (teachers)
		2.	# of check out forms by students
		3.	
3.	STAAR Scores in Reading, Math, and Science	1.	Increase of 3% in scores: Reading, Math, and Science assessments: Yr. 1
		2.	Increase of 5% in scores: Reading, Math, and Science assessments: Yr. 2
		3.	
4.	STAAR Scores for Hispanic and Economically Disadvantaged students	1.	Increase of 3% in scores for sub-populations mentioned in Year 1
		2.	Increase of 5% in scores for sub-populations mentioned in Year 2
		3.	
5.	Increased integration of technology in core curriculum	1.	Sign-in sheets of Professional development
		2.	Check out forms by staff
		3.	

Part 2: Data Collection and Problem Correction. Describe the processes for collecting data that are included in the evaluation design, including program-level data such as program activities and the number of participants served, and student-level academic data, including achievement results and attendance data. How are problems with project delivery to be identified and corrected throughout the project? Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Poteet ISD Technology Department will provide survey to staff for each campus served (Poteet Intermediate and Poteet High School) to gather information on the use of technology and service provided by technology support at the start of year and end of school year. Results for survey will be used for comparison and growth from baseline data (Survey at start of Year 1). Check out forms will be maintained by Technology Department and handled through eduphoria helpdesk. Student data such as academic achievement will be gathered through PEIMS and eduphoria aware. Attendance data will be gathered using PEIMS. Sub-population data such as Hispanic and Economically Disadvantaged information will be gathered using PEIMS data.

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Schedule #16—Responses to Statutory Requirements

County-district number or vendor ID: 007-906

Amendment # (for amendments only):

Statutory Requirement 1: Applicant must describe how it will use funds to implement or enhance a technology lending program to loan students the equipment necessary to access and use electronic instructional materials. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Grant funds will be used to purchase mobile technology to provide students with equitable access to learning and sharing with peers. Current IMA funds have been used to purchase textbooks for Math and Science which includes digital instructional materials.

Poteet ISD plans to use funds in the following manner:

Poteet Intermediate Campus-

- Purchase 120 Technology devices for increased classroom use
- Additional 120 devices will provide for additional students to have access to instructional material and internet access on device outside of classroom based on need

Poteet High School-

- Purchase 146 Technology devices for increased number of available student check out system
- Additional 146 Technology devices will provide students for at home access of credit recovery online courses as well as digital instructional materials and assistance

Selection for student at home check out device will be selected in the following manner:

- Students will be selected through a technology and economically disadvantaged questionnaire
- Students must have demonstrated grade level mastery of Digital Citizenship of the Technology Applications TEKS
- Students will have a Responsible User Agreement form on file
- Students will have an Equipment Receipt Agreement

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Schedule #16—Responses to Statutory Requirements

County-district number or vendor ID: 007-906

Amendment # (for amendments only):

Statutory Requirement 2: If the applicant has already purchased, or is also purchasing, lending equipment through other funding sources such as the Instructional Materials Allotment, the applicant must describe how equipment from all funding sources will be used in a cohesive manner to support efforts to ensure students have dedicated access to a technology device. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Poteet ISD Technology Department handles inventory of all technology equipment in the district. They will continue to oversee check out control for each campus and for students. Communication with current Grant directors utilizing technology through their grant funds will coordinate the use for equitable access by students.

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By TEA staff person:

Schedule #17—Responses to TEA Program Requirements

County-district number or vendor ID: 007-906

Amendment # (for amendments only):

TEA Program Requirement 1: Applicant must describe how the lending program aligns with existing mission and goals of the public school district or open-enrollment charter school. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Poteet ISD is committed to providing a quality public education that encourages each student to attain his/her maximum potential through a comprehensive program of basic and higher level thinking skills and citizenship. Poteet ISD recognizes the importance instructional technology has in achieving levels of academic excellence for our students. In order to achieve this level of excellence first need to provide students with technology-rich environment in which to learn. Teachers will also need to be provided with a technology-rich environment that enhances productivity and instruction.

Poteet ISD is working towards:

- **Increasing Academic Performance**
- Increasing the Use of Quality Data to Drive Instruction
- **Increased Learning Time**
- Increase Family and Community Engagement
- **Improve School Climate**
- **Increase Teacher Quality**
- **Increase Technology and Related Sources**
- **Increase College and Career Readiness**

Providing with increased resources of technology devices it directly aligns with various district goals in bold above, as well as increasing the data of student outcomes for driven instruction decisions along with engagement of family and community during "Campus Open House" nights or showcase of student work.

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Schedule #17—Responses to TEA Program Requirements

County-district number or vendor ID: 007-906

Amendment # (for amendments only):

TEA Program Requirement 2: Applicant must describe how it will prioritize campuses with the highest need for a technology lending program. Applicant must also describe how it will ensure access to lending equipment and residential access to the Internet among students who have the greatest need. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Poteet ISD Technology Department has done inventory of technology resources at each campus. Poteet High School has the 2nd larger inventory of technology resources, but the age of devices are coming to the four year date of needed replacement. Poteet High School also has the 2nd largest number of students in its population. Poteet High School offers online curriculum to its students for advancement or credit recovery. It also offers Dual Credit and AP courses for their upper classmen. Due to the increased need of technology devices for its students at a higher rate and steps away from college and careers, Poteet High School was given priority for addition of technology resources. Poteet High School also has the most academic needs as far as achievement gaps in Hispanic and Economically Disadvantaged students.

Poteet Intermediate Campus has an inventory of technology resources of minimal amounts. Poteet Intermediate Campus provides instruction to 4th and 5th grades which are introduced to Writing and Science assessments. 5th grade is also a Student Success Initiative grade and support for achievement of students should be supported at least at grade level before for continued success. Poteet Intermediate Campus also holds grade levels where decline in scores begin in Reading and Math (Reading by 20% and Math by 7%) when looking at the cohort of students. Providing additional technology resources to students at Poteet Intermediate campus would also for greater number of students to receive digital instruction on a more consistent basis therefore increasing the student capacity.

Technology Questionnaire will be provided for students and their families on accessible technology resources and internet. Using questionnaire, the Technology Department will be able to provide for equipment such as device (laptop) or internet access where needed.

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Schedule #17—Responses to TEA Program Requirements (cont.)

County-district number or vendor ID: 007-906

Amendment # (for amendments only):

TEA Program Requirement 3: Applicant must describe how the lending program aligns with current curriculum, instruction, and classroom management policies and/or practices on its participating campus(es). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Poteet High School and Poteet Intermediate use the Texas Curriculum Management Program Cooperative. Both campuses see the need for use of technology for 2 reasons:

- Increased for more student centered activities
- Technology use to help drive instructional practices

Adoption of new textbooks for Science and Math have included digital instructional materials to be used by teachers and students. This makes the need for additional technology devices for Poteet Intermediate Campus lagging behind other campuses in the district in the amount of devices available for students.

Online curriculum for course advancement and/or credit recovery at Poteet High School makes the need for additional technology devices for student check out. Dual Credit and AP courses offered to students makes the need for peer collaboration, technology media literacy, and connections to the real world.

The increased practice of student centered activities in the classroom provides the need for additional technology devices and resources. By providing quality education centered around the student and their needs, the district enables its students to become self sufficient, contributing and competitive members of society.

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Schedule #17—Responses to TEA Program Requirements (cont.)

County-district number or vendor ID: 007-906

Amendment # (for amendments only):

TEA Program Requirement 4: Applicant must describe how it is using electronic instructional materials in one or more foundation curriculum subject area(s) for one or more grade level(s). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Poteet High School and Poteet Intermediate use the Texas Curriculum Management Program Cooperative. The content of the instructional lessons provides for instructional materials to be accessible digitally. Teachers will upload or provide links to resources of lessons so that students can access needed materials at the needed point in the lesson cycle of instruction. Content support in using the TCMPC curriculum will be provided for Reading, Math, and Science K-12.

Adoption of new textbooks for Science and Math for grades K-8 have included digital instructional materials to be used by teachers and students. Poteet Intermediate Campus will have additional resources from textbook adoption in addition to TCMPC digital resources to be used during instruction time.

Reading programs such as iStation will be utilized for all grade levels which includes Poteet Intermediate Campus for 4th and 5th grades and purchased for Poteet High School use for their struggling readers in grades 9-12. iStation is web based program with home access for continued development of reading comprehension and increased vocabulary.

Online course advancement and credit recovery program is web based and used at Poteet High School for grades 9-12. Students may access content from home for uninterrupted use and accomplishing their goal of completion for courses.

Dual Credit and AP Courses offered to 11th and 12th grades provides instruction and collaboration through technology resources, such as blackboard, edmodo, and other venues instructors for courses are needing to use with their students. Students are needing to collaborate with peers on student projects for completion of course requirements.

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Schedule #17—Responses to TEA Program Requirements (cont.)

County-district number or vendor ID: 007-906

Amendment # (for amendments only):

TEA Program Requirement 5: Applicant must describe professional development for teachers in the use of electronic instructional material that has already occurred or will occur within the first three months of the grant period (i.e., October 1, 2014–December 31, 2014) to be prepared for the grant implementation. Note: Any professional development that is provided within the grant period must be provided with non-grant funds. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Poteet ISD has provided opportunities for Professional development for teachers in the use of electronic instructional material in 2 forms:

- Outside of the district-teacher/staff attend training
- TOT-Instructional leadership staff attends training and reciprocates in house for other staff

Below is a list of opportunities that has already occurred and will occur within the start of the school year into the start of grant period:

- | | | |
|--|------------------------------------|--|
| • Content Mastery in the 4Core:K-12 | • Flip Classroom | • Mimio Mini-Conference 2013 |
| • Using Istation | • STAAR 3DX | • iPad in the Classroom |
| • TCEA Conference | • Google Academy/iPad Academy | • Collaborative Learning with Google Apps for Education |
| • Tech fiesta | • TCMPC Conference | • Learning Forward |
| • 2013 Day of Discovery Lite | • Lead4ward-Figuring Out Figure 19 | • Knezek-Relevant Review Conference |
| • Introduction to Poteet Technology (8/2014) | • Google Summit | • Google apps for education Trainer of Trainers (8/2014) |

TEA Program Requirement 6: Applicant must describe how infrastructure is adequate to support students' anticipated use of devices provided through the grant at its participating campus(es). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Poteet ISD currently provides access points at every classroom which allows for internet use during day at campus. Common areas of all campuses are also available for use of internet. Personal access points will be purchased for students needing assistance of internet at home.

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Changes on this page have been confirmed with:

On this date:

Via telephone/fax/email (circle as appropriate)

By TEA staff person:

Schedule #17—Responses to TEA Program Requirements (cont.)

County-district number or vendor ID: 007-906

Amendment # (for amendments only):

TEA Program Requirement 7: Applicant must describe a plan for providing Internet access to the homes of students as needed. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Poteet ISD Technology Department will provide a student questionnaire for students and families to fill out. Questionnaire will be kept on file for students. The questionnaire will provide information for needed internet access by students and their families.

Personal Access point will be provided to students in need of internet access from home. Access point will be checked out with technology device. Access point will provide them with internet accessibility at their home on their device.

The following items will need to be in place for student to check out device and access point:

- Students must have demonstrated grade level mastery of Digital Citizenship of the Technology Applications TEKS
- Students will have a Responsible User Agreement form on file
- Students will have an Equipment Receipt Agreement upon check out of device and access point

TEA Program Requirement 8: Applicant must describe how technical support is adequate to support students' anticipated use of devices provided through the grant at its participating campus(es). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Poteet ISD Technology Department currently has 2 Technology Support Technicians as well as a Technology Director. Poteet ISD also provides 2 Curriculum Instructional Technologists (CIT) for the district to assist teachers in the integration of technology in their curriculum and instruction and student check out procedures. Poteet ISD Technology Department provides training for teachers on the use of technology available to them and their students. The district CIT's assist students and their families in providing for the needs that arise within each family.

Poteet ISD Technology Department and Curriculum Instructional Technologists assist both Poteet High School and Poteet Intermediate School.

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Schedule #17—Responses to TEA Program Requirements (cont.)

County-district number or vendor ID: 007-906

Amendment # (for amendments only):

TEA Program Requirement 9: Applicant must describe how the grant will be administered on participating campus(es), including a description of how the check-out and check-in process will operate, who will be in charge of the check-out process, especially in cases of competing need, and the process that will be used to maintain the technology lending equipment in proper working condition. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Poteet ISD Curriculum Instructional Technologists will provide check out procedures at Poteet Intermediate and Poteet High School based on student eligibility from questionnaire. Student will check out tech equipment from CIT making sure the following items are on file:

- Students must have demonstrated grade level mastery of Digital Citizenship of the Technology Applications TEKS
- Students will have a Responsible User Agreement form on file
- Students will have an Equipment Receipt Agreement upon check out of device and access point

Poteet ISD Technology department conducts inventory 2 times per year. During inventory check, the department verifies equipment in either of 2 categories, damaged or undamaged. The Technology Department also insures in providing warranty information and cost during the Price Quote Phase of purchasing. For damaged items process will begin to process equipment with vendor using warranty purchased at time equipment was being purchased.

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Schedule #17—Responses to TEA Program Requirements (cont.)

County-district number or vendor ID: 007-906

Amendment # (for amendments only):

TEA Program Requirement 10: Applicant must describe how it will account for the technology lending equipment according to local policy, including providing insurance if appropriate. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Poteet ISD Technology department conducts inventory 2 times per year. During inventory check, the department verifies equipment in either of 2 categories, damaged or undamaged. The Technology Department also insures in providing warranty information and cost during the Price Quote Phase of purchasing.

TEA Program Requirement 11: Applicants must describe the development and implementation of a *Technology Lending Agreement* to be signed by parents or guardians of the students and by the student. The agreement must address responsible use and care of the equipment, responsible use of the district's digital resources, and responsible use of the Internet. The agreement may incorporate an existing *Responsible Use Policy* by reference. The Technology Lending Agreement must verify that students receiving Internet access at home have a demonstrated grade level mastery of the Digital Citizenship strand of the Technology Applications Texas Essential Knowledge and Skills (TEKS). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Poteet ISD currently has a Technology User Agreement Form in place as well as a Technology Equipment Receipt Agreement.

The Technology of User Agreement Form contains the following information:

- Use of internet for instructional purposes only
- Equipment will be used with care

The Technology Equipment Receipt Agreement contains the following information:

- Use of Equipment description
- Computer (Technology device) Specifics description
- Acknowledgement of Delivery description
- Miscellaneous description
- Informational box for device identification and cost of replacement
- Acknowledgement of receiver with signature lines available for all parties involved.

The Technology User Agreement Form above will be required to be signed by all students and parents for use of equipment and internet use. Students needing to check out technology device for home use will be required to have both forms signed and filed.

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